



Position Vacancy Notice

Tyler Junior College

Tyler, TX

May 30, 2023

Tyler Junior College (TJC) is seeking highly motivated individuals who will thrive in a dynamic environment. TJC is dedicated to providing a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life, and community service. We strive to be a premier institution of higher education and have an outstanding record of academic quality, offering bachelor's degrees, associate degrees, certificates, and technical training programs.

JOB TITLE Police Cadet – Campus Police
REPORTS TO Sergeant, Lieutenant, or Chief of Police, Campus Police

CLASSIFICATION Support
STATUS Full-time, Regular 12 mo., Non-Exempt
PAY BASIS Salary of \$42242 while in the academy upon graduation salary will increase to \$44,242 Annually.

BENEFITS

- Health insurance (100% of the employee portion paid by the college);
- Dependent health insurance available with the college paying \$119.69 of the \$239.39 premium
- Optional dental, vision, life insurance;
- Optional TIAA retirement plan with institution matching
- All employees are a member of the Teacher's Retirement System;
- Employee and dependent scholarships allow the employee and eligible dependents to have tuition-free enrollment at Tyler Junior College.

You can view the full benefits here: <https://www.tjc.edu/EmployeeHandbook>

To apply, please go to: <https://tjc.csod.com/ats/careersite/JobDetails.aspx?site=1&id=981>

POSITION DESCRIPTION*

Function: To attend and satisfactorily complete the Tyler Junior College Law Enforcement Academy or an equivalent training academy within the State of Texas approved for enrollment by the Chief of Police, qualifying for commissioning as a peace officer for the Tyler Junior College District.

Scope: Responsible for successfully fulfilling the academic and physical training requirements of the Basic Peace Officer Course conducted by the Tyler Junior College Law Enforcement Academy or an equivalent training academy within the State of Texas approved for enrollment by the Chief of Police.

ESSENTIAL FUNCTIONS and DUTIES

Participates in and satisfactorily completes the physical training program, firearms training, defensive tactics program, practical problem solving, and academic blocks of instruction. Complies with assignments, policies, procedures, directives, and instructions given by the Chief of Police or the Police Academy staff. Adheres to rules and regulations promulgated by the Board of Trustees, Tyler Junior College District, Tyler Junior College Police Department, and applicable state law. Ensures that academic integrity, both individually/personally and as a member of a class, is continuously maintained.

COMPETENCIES

Knowledge, Skills, and Abilities.

Willingness to learn how to be proficient with all equipment utilized in the performance of assigned duties, including but not limited to firearms, restraints, less-lethal force weapons and techniques, automobiles, communications equipment, personal computers, and investigative and surveillance equipment.

QUALIFICATIONS

Required Education

- High School Diploma or GED.

Credentials: Certifications/Licensures

- Must be able to acquire a Texas Commission on Law Enforcement Peace Officer License.
- Must possess a valid driver's license and be eligible to drive a College-owned and/or leased a motor vehicle

Other Expectations

- Must successfully pass a thorough background investigation
- Must be able to provide credible testimony in a court of law

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS

- Working conditions involve exposure to variable weather conditions and working days, evening, or night with varying days off and holidays

- Work involves a degree of hazard
- Duties involve driving, walking, running, standing, stooping, climbing, crouching, pushing, jumping over, pulling, carrying, reaching above head, lifting, lowering, hand-wrist and elbow motion, grasping, and holding.

**The position description is not inclusive of all responsibilities and expectations and may be amended with or without prior notice.*



This document is intended for informational purposes only and does not constitute any agreement on the part to Tyler Junior College to provide employment to or benefits for any prospective, active, or retired employee regardless of status or classification. Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.